

GOVERNING BODY FOR GARDEN SUBURB INFANT AND JUNIOR SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL ON THURSDAY 6 JULY 2017

MEMBERS

LA GOVERNOR

*Jane Harris (Vice Chair)

PARENT GOVERNORS

*Shivangi Smythe (Junior)

*Elisabeth Tacey (Infant)

HEADTEACHERS

*Sarah Sands (Infant Headteacher)

*Eileen Bhavsar (Junior Headteacher)

STAFF GOVERNORS

*Alexia Dobinson (Infant Support)

ASSOCIATE MEMBER

*Julia Chalfen (Junior Support)

CO-OPTED GOVERNORS

*Francoise Wagneur (Chair)

*Julia Sanitt

*Katalin Barcza-McQueen

*Ruth Beedle

*Michael Kkafas (Infant Parent)

Gerard Wiseman (Infant Parent)

*Biljana Elia (Infant Teacher)

Omar Shah (Junior Parent)

Adrian Hodgson (Junior Parent)

*Charlotte Leigh

*Ajantha Tennakoon

1 Vacancy (Junior Teacher)

NON-VOTING OBSERVERS

*Lisa Berger (Junior DHT)

*Liz Cormack (Infant DHT)

*denotes member present

IN ATTENDANCE

Mr George Peradigou (Clerk)

Part I

INFANT SCHOOL PRESENTATION

The Infant School Deputy Head Teacher gave a presentation on the school's assessment system for progress and attainment. She explained how the school is now using Route Map, the Borough summative assessment system for KS1 and how the school's Business Manager created a new EYFS assessment.

The Deputy Head Teacher also explained how formative assessment to track pupils' progress was carried out and how the progress sheet in the front of each child's book was an effective way of following pupils' progress and helping to focus on supporting individual pupils' needs. She also brought children's books for governors to browse through to see for themselves pupils' progress and attainment at various stages of the academic year. Governors asked questions regarding teachers' judgments, regular moderation and the impact of the new system on this year's results.

Governors thanked the Deputy Head Teacher and Head Teacher for their interesting presentation and the quality of the work demonstrated.

17/68 **WELCOME**

The Chair welcomed Governors to the meeting.

Governors were reminded that Julia Sanitt would be resigning from the Governing Body at the end of the term. They joined the Chair in recording thanks to her for her valued contribution as the former Chair and as a Governor for a lengthy period.

Thanks were also recorded to the Clerk for his services and Governors congratulated him on his appointment to the role of Governance Advice Officer. The Clerk thanked Governors for their support throughout the Governor Services restructure.

17/69 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Gerard Wiseman and Adrian Hodgson and Omar Shah.

17/70 **DECLARATION OF PECUNIARY INTERESTS**

There were no pecuniary interests declared by Governors within the current agenda.

17/71 **PART I MINUTES OF THE MEETING HELD ON 11 MAY 2017**

The minutes of the meeting held on 11 May 2017, copies of which had been circulated prior to the meeting, were confirmed, initialled and signed by the Chair, subject to minor amendments.

17/72 **MATTERS ARISING**

17/19 Edubase

Governors enquired as to whether the Junior School had uploaded the relevant information to the Edubase system. Julia Chalfen stated that this had not been done yet and undertook to complete it over the summer with the help of Alexia Dobinson.

17/52 Named Governor for Looked After Children (LAC)

It was **AGREED** that the Governing Body would appoint a Named Governor for LAC at the next meeting.

Action: Governing Body

17/53 School Website

A Governor **CHALLENGED** the Headteachers to ensure that the website included a section on Fundamental British Values. The Headteachers assured Governors that the website contained information on British Values but undertook to present this more effectively.

In light of the difficulties faced by Schools nationally to recruit high quality teachers, the Chair suggested that a tab be added to the website promoting the School's unique selling point as an employer.

Action: Headteachers

17/58 The Apprenticeship Levy

When questioned, the Headteachers explained that the Local Authority (LA) had paid this levy on behalf of maintained schools for the current year, although it was unknown if they would do so in forthcoming years. It was noted that the School could benefit from using the scheme to take on apprentices or up-skill existing staff. The Chair referred the matter to the Staffing Committee.

Action: Staffing Committee

It was noted that all other matters arising had either been completed or were on the agenda to be discussed.

17/73 INFANT SCHOOL HEADTEACHER'S REPORT/UPDATES

The Headteacher informed Governors about various updates since her last report. The documents had been circulated prior to the meeting. Arising from the discussion:

Staffing

Governors noted the School's recent appointments, staffing changes and cover/support arrangements.

In response to a query, the Headteacher stated that she was pleased that the School had recently spent more on staffing as this had allowed for subject leaders to be released to carry out more school improvement and coaching. She explained that, in the coming year, the focus would be on subject leader development. She also informed governors that the return of teachers from maternity leave would enable members of the SLT to have more release time out of class which would have a direct impact on quality class teaching.

Events and Extra-Curricular Activities

The Headteacher informed Governors of the recent events, visits, charity work and extra-curricular activities. Governors were pleased to note the various sporting activities being arranged using Sports Funding.

Performance Data 2016-17

Governors reviewed the summary of assessment results, copies of which had been circulated prior to the meeting. Arising from the discussion:

In Reception, 74% of pupils had achieved a Good Level of Development (GLD). This was expected to be above the national and borough averages. While the gap between PPG pupils and their peers had increased slightly, the 60% of PPG pupils who had achieved a GLD was expected to remain above the national and borough averages.

In Year 1 Phonics, 90% of pupils had achieved a GLD. This was expected to be well above the national and borough averages. While the gap between PPG pupils and their peers had increased slightly, the 72% of PPG pupils who had achieved a GLD was expected to remain above the national and borough averages.

In KS1 Reading, 81% of pupils had attained Working At (WA) the required level (an improvement on 74% the previous year), while 37% of pupils had attained Working at Greater Depths (WGD). PPG pupils who were working at the required level was 86%, compared to 69% the previous year. Regarding progress, 97% of pupils were making Good Progress, while 34% of pupils were making Rapid Progress.

In KS1 Writing, 73% of pupils had attained Working At (WA) the required level (an improvement on 47% the previous year), while 21% of pupils had attained Working at Greater Depths (WGD). PPG pupils who were working at the required level was 81%, compared to 31% the previous year. Regarding progress, 97% of pupils were making Good Progress, while 23% of pupils were making Rapid Progress.

In KS1 Maths, 75% of pupils had attained Working At (WA) the required level (an improvement on 61% the previous year), while 29% of pupils had attained Working at Greater Depths (WGD). PPG pupils who were working at the required level was 56%, compared to 31% the previous year. Regarding progress, 98% of pupils were making Good Progress, while 25% of pupils were making Rapid Progress.

Governors commended the School Leadership Team for their impressive assessment results and for exceeding the targets previously set in all subject areas for KS1. The Deputy Headteacher recorded thanks to all staff and said that the results were a reflection of their hard work. The Headteacher also recorded thanks to the School's Learning Network Inspector, Katie Dawbarn, and its partnership schools. These had helped to the School through invaluable advice, knowledge sharing, joint moderation, and so on.

Appraisal Policy

When questioned, the Headteacher explained that the School's Appraisal Policy now needed to be extended to support staff. She undertook to source a model policy. The Chair referred the matter to the Staffing Committee.

Action: Staffing Committee

Governors joined the Chair in thanking the Headteacher for her informative updates.

17/74 JUNIOR SCHOOL HEADTEACHER'S REPORT/UPDATES

The Headteacher informed Governors about various updates since her last report. The Headteacher's Report had been circulated prior to the meeting. Arising from the discussion:

Staffing

The Headteacher tabled and circulated a briefing outlining the School's recent appointments, staffing changes and cover/support arrangements.

In response to a query, the Headteacher explained that the reasons for high staff turnover had not suggested a problem on the School's part to retain staff. Rather, members of staff who were leaving the School were doing so to relocate or travel. A discussion ensued regarding the reduced quality of life in London and increased responsibility of teachers being potential reasons for this trend.

The Headteacher recorded thanks to the Chair, Vice Chair and Gerard Wiseman for their help during the School's recent recruitment drive. When questioned, the Headteacher confirmed that inductions/handovers for new staff had begun and that they were being encouraged to share their ideas and experiences.

Events and Extra-Curricular Activities

The Headteacher informed Governors of the recent events, visits, charity work and extra-curricular activities. Governors were pleased to note the various sporting activities being arranged using Sports Funding. Governors congratulated the School's pupils who had won the field events at the recent Barnet Athletic Championships.

Junior School Ofsted Inspection

The Headteacher reminded Governors of the School's recent Ofsted judgement of Good. She presented Governors with the Ofsted report, copies of which had been previously circulated.

It was noted that the Headteacher and Governors had no disputes regarding the report, the recommendations of which would feed into the next School Development Plan (SDP). However, while the report was largely positive, there were some concerns as to the way in which the process had been delivered. After a lengthy discussion, a few Governors suggested that the Head Teacher may want to log a complaint detailing the School's concerns. Governors congratulate the Head Teacher, the SMT and the school staff on the Ofsted inspection outcome.

Action: Junior School Headteacher/Chair

Key Stage (KS) 2 SATS Unvalidated Data

Governors reviewed the unvalidated data for the KS2 SATs assessment results.

In Reading, 84% of pupils had attained Age Related Expectations (ARE), which was expected to be above national and borough averages.

In Writing, which was teacher assessed only, 84% of pupils had attained ARE, which was expected to be above national and borough averages. While only 6% of pupils had attained Greater Depth, the cohort had had a low starting point which meant that progress was expected to be a highlight.

In Maths, 79% of pupils had attained ARE, which was expected to be above national and broadly in line with the borough average.

When **CHALLENGED**, the Headteacher undertook to investigate why the School had not far exceeded the borough average in Maths as it usually did. It was noted that the cohort had performed better in teacher assessments (86%), which suggested that pupils perhaps required more test practice.

Action: Headteacher

There had been a decline in the number of Pupil Premium pupils who had achieved ARE and the gap between those in receipt of the PPG and their peers had not been diminished. Governors **CHALLENGED** the Headteacher to investigate the reasons to this and to implement the necessary interventions to achieve diminishing differences between PPG pupils and their peers.

Action: Headteacher

Governors joined the Chair in thanking the Headteacher for her informative updates.

17/75 **POLICY RATIFICATION**

Infant & Junior School Data Protection Policy

The updated Data Protection Policy was presented to Governors. Arising from the discussion:

Minor amendments were agreed on page 3 of the policy for bullet points 6 and 7 to reflect that: (1) staff would not store sensitive school data on personal devices, and; (2) all of the School's devices were encrypted.

Having been reviewed in full by the relevant committees, the Chair recommended that the documents be ratified by the Governing Body.

It was resolved that the Policy be **RATIFIED**, subject to the above amendment.

Junior School Special Educational Needs and Disabilities (SEND) Policy

The updated Junior School SEND Policy was presented to Governors. Arising from the discussion:

Having been reviewed in full by the relevant committees, the Chair recommended that the documents be ratified by the Governing Body.

It was resolved that the Policy be **RATIFIED**.

Infant School Behaviour Policy

The updated Infant School Behaviour Policy was presented to Governors. Arising from the discussion:

Having been reviewed in full by the relevant committees, the Chair recommended that the documents be ratified by the Governing Body.

It was resolved that the Policy be **RATIFIED**.

17/76 **REPORTS OF COMMITTEES**

Finance

The committee minutes of the meeting held on 9 June 2017, copies of which had been circulated prior to the meeting, were received and noted by Governors.

Curriculum

The committee minutes of the meeting held on 28 April 2017, copies of which had been circulated prior to the meeting, were received and noted by Governors.

Premises

The committee minutes of the meeting held on 16 May 2017, copies of which had been circulated prior to the meeting, were received and noted by Governors.

17/77 SCHOOL SURVEYS

Junior School Surveys

The school's surveys and a summary analysis of the results had been circulated by the Chair prior to the meeting.

The vast majority of parents were very positive about the school.

The majority of pupils were very positive about their school. However, a significant minority did express more concerns than two years ago.

Arising from the discussion:

Pupils and parents had noticed an increase in challenge from the new and more stringent curriculum. The Headteacher reported that sometimes this added pressure had resulted in an increase in pupils feeling more pressured and this may have led to more issues with behaviour for learning, particularly within Year 6.

Following a **CHALLENGE** on the importance for next year to give more attention to Pupils voice and low level disruptive behaviour, the Headteacher undertook to:

- Review the Behaviour and Anti-Bullying Policy in the Autumn term to ensure clear procedures were in place to deal with this;
- Work with governors on developing Pupils Voice.

When **CHALLENGED** further, she undertook to investigate the emotional support services available for the School to procure. Being her area of expertise, Katalin Barcza-McQueen offered to assist the Headteacher with this.

Action: Headteacher and Inclusion Committee

The vast majority of staff members were very positive about their school. Staff survey responses had revealed that Learning Support Assistants (LSAs) did not feel they received enough professional development.

Governors **CHALLENGED** the Headteacher regarding this and, in response, she explained that work on this issue had already started and would be tackled as part of the review of LSA Deployment next academic year.

Action: Headteacher

It was also evident from the Staff Survey that workload had drastically increased over the past year.

It was agreed that governors and Leadership would focus on this issue next academic year.

The Chair referred this matter to the Staffing Committee.

Action: Staffing Committee

Infant School Surveys

The school's surveys and a summary analysis of the results and been circulated by the Chair prior to the meeting.

Arising from the discussion:

It was noted that parents had recognised the improvement in the adequate challenge of homework. However, 20% parents had disagreed to this. When questioned, the Headteacher explained that, the SLT were happy to satisfy the majority and that it was difficult to satisfy all parents. She also confirmed that links to other self-learning resources had also been circulated in order to enable parents to tailor home-learning to the needs of their children.

It was noted that 63% of staff members had responded that workload had reached unmanageable levels.

It was agreed that governors and Leadership would focus on this issue next academic year.

The Chair referred this matter to the Staffing Committee.

Action: Staffing Committee

Governors joined the Chair in thanking the Headteachers for their summaries of the survey results.

17/78 **GOVERNANCE REVIEW**

The Chair reiterated the importance of a governance self-review after receiving only six completed governance questionnaires. Governors requested an extra week to return their completed forms and the Chair undertook to recirculate them with the new deadline of 15 July 2017.

Action: Headteacher

17/79 **NAMED GOVERNOR REPORTS**

The Chair thanked Named Governors who had met with their relevant staff links to monitor progress on their allocated School Improvement Plan (SIP) objectives. Visits would be added to the Governor Training and Visits Log, an updated record of which was kept by the Infant School Office.

Action: Governors and Alexia Dobinson

17/80 **GOVERNOR SUPPORT AND DEVELOPMENT AND TRAINING AND VISITS LOG**

The Chair commended the Governor Support and Development Programme, to which the School subscribed, and urged Governors to attend courses as part of their ongoing development. Governors reported back on courses they had attended.

It was noted that the Governor Visit and Training Log would be updated by Alexia Dobinson and that Governors should email their training and visit records to her.

Action: Governors and Alexia Dobinson

17/81 **ANY OTHER BUSINESS**

There was none.

17/82 **DATES OF COMMITTEE MEETINGS**

- Curriculum committee:
 - Junior school – 11th October 2017 – 8am
 - Infant school – 18th October 2017 – 8am
- Finance committee: 16th November 2017 – 8:15am
- Inclusion & Pupils Wellbeing committee: 15th November – 8am
- Premises committee: 26 September 2017 - 8:15am
- Staffing committee: 6th October 2017 – 8:30am

17/83 **DATES OF GOVERNING BODY MEETING**

The next meetings of the Governing Body were confirmed as:

Autumn 1: Thursday 5 October 2017 6pm
Autumn 2: Thursday 7 December 2017 6pm
Spring 1: Thursday 8 February 2018 6pm
Spring 2: Thursday 22 March 2018 6pm
Summer 1: Thursday 17 May 2018 6pm
Summer 2: Thursday 12 July 2018 6pm

Non-Voting Observers left the meeting at this point.

17/84 **MOTION OF CONFIDENTIALITY**

It was **RESOLVED** that, because of its nature, the business to be transacted, be treated as confidential and not for publication.